

***Department of
Career and Technical Education***

Program Evaluation for Agriculture Education - Farm Business Management

Local Education Agency (LEA): _____
Reporting_Date: _____
Completed_By: _____
Instructor: _____
Administrator: _____

S = A Strength
M = Meets Expectations
I = Improvement Opportunity
NA = Not Applicable

Standard One - Instructional Planning and Organization

- 1) Does the program function with a proper balance between classroom instruction and on-farm instruction? (Suggest reviewing annual instructional plan.)
- 2) Are methods of teaching adapted to meet individual needs, interests and rate of learning? (Suggest reviewing instructional plans.)
- 3) Is the instructional program current and regularly updated to meet the needs of the clients (local farmers and ranchers)? (Suggest reviewing curriculum and equipment.)
- 4) Is curriculum enriched with related resources such as guest speakers, field trips, CD-ROM and other community resources? (Suggest reviewing course syllabi.)
- 5) Describe the program's strengths for instructional planning and organization:
- 6) Describe the program's improvement opportunities for instructional planning and organization:

Standard Two - Instructional Materials Utilization

- 1) Are appropriate instructional resources and current technology provided and utilized to support the curriculum and enhance instruction? (Suggest reviewing resources available to the program.)
- 2) Are state-developed and other instructional materials being appropriately utilized? (Suggest reviewing core instructional materials for each course.)
- 3) Does the program maintain an adequate, confidential filing system? (Suggest reviewing filing system.)
- 4) Have adequate funds been provided for the purchase of instructional materials? (Suggest reviewing budge.)
- 5) Describe the program's strengths for instructional materials utilization:
- 6) Describe the program's improvement opportunities for instructional materials utilization:

Standard Three - Instructional Personnel

- 1) Does the instructor hold the appropriate license/credential in his/her specific field? (Suggest reviewing instructor's credential.)
- 2) Does the instructor participate in career and technical education conferences, college courses, professional development sessions or other types of training? (Suggest reviewing instructor's professional growth activities.)
- 3) Is adequate clerical support provided for the program? (Suggest reviewing clerical activities.)

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- 4) Has the instructor developed a system to familiarize other faculty with the goal objectives and activities of the program? (Suggest reviewing marketing plans and materials.)
 - 5) Does the instructor maintain community contact through farm and/or civic organization involvement? (Suggest reviewing instructor's community interaction.)
 - 6) Describe the program's strengths for instructional personnel:
 - 7) Describe the program's improvement opportunities for instructional personnel:

Standard Four - Enrollment and Student-Teacher Ratio

- 1) Is enrollment limits maintained in accordance with state recommendations? (Suggest reviewing enrollment.)
- 2) Is the client retention rate maintained at a satisfactory level? (Suggest reviewing retention rate.)
- 3) Are clients given a clear understanding of the purpose and nature of the program prior to enrollment? (Suggest reviewing orientation process.)
- 4) Describe the program's strengths for enrollment and student-teacher ratio:
- 5) Describe the program's improvement opportunities for enrollment and student-teacher ratio:

Standard Five - Equipment and Supplies

- 1) Are equipment inventories current and regularly updated? (Suggest reviewing equipment schedule for updating inventory.)
- 2) Have adequate funds been provided for the purchase of consumable supplies? (Suggest reviewing requests and budgets.)
- 3) Does the program have access to necessary instructional equipment (video, overhead projectors, etc.)? (Suggest reviewing equipment needs.)
- 4) Is equipment maintained in proper working condition? (Suggest reviewing equipment maintenance contracts.)
- 5) Describe the program's strengths for equipment and supplies:
- 6) Describe the program's improvement opportunities for equipment and supplies:

Standard Six - Instructional Facilities

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- 1) Is facility adequate to ensure safety, privacy and quality training in relation to the program's objectives? (Suggest observing size and arrangement of classroom.)
- 2) Does the facility provide an environment conducive to learning and working? (Suggest observing for lighting, ventilation, noise, painting, repair work, etc.)
- 3) Is adequate office space and necessary equipment provided? (Suggest observing office space and equipment.)
- 4) Is storage space functional and sufficient for instructional materials, supplies and equipment? (Suggest observing storage area.)
- 5) Describe the program's strengths for instructional facilities:
- 6) Describe the program's improvement opportunities for instructional facilities:

Standard Seven - Safety and Sanitation Training and Practices

- 1) Does equipment meet all appropriate safety standards (grounding of electrical equipment)? (Suggest reviewing equipment.)
- 2) Are appropriate safety features (fire extinguishers, electrical outlets, etc.) available in the classroom? (Suggest reviewing facilities for potential health and safety hazards.)
- 3) Describe the program's strengths for safety and sanitation training and practices:
- 4) Describe the program's improvement opportunities for safety and sanitation training and practices:

Standard Eight - Program Advisory Committee and Community Relations

- 1) Does the program's advisory committee meet twice a year and are minutes submitted to CTE? (Suggest reviewing advisory committee schedule.)
- 2) Does the advisory committee include representation from school personnel and appropriate community, business and industry personnel? (Suggest reviewing committee members list.)
- 3) Is information on program activities provided to audiences within the community? (Suggest reviewing program activities.)
- 4) Are recommendations from the advisory committee acted upon and/or incorporated into the program? (Suggest reviewing recent recommendations.)
- 5) Does the instructor participate in community activities and civic organizations (Chamber of Commerce, County Fair, etc.)? (Suggest reviewing instructor's community involvement.)

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- 6) Describe the program's strengths for program advisory committee and community relations:
- 7) Describe the program's improvement opportunities for program advisory committee and community relations:

Standard Ten - Workplace Experience/Cooperative Learning Experience

- 1) Are enrollment agreements and other documentations signed and on file for each client participating in the program? (Suggest reviewing documentation for each client.)
- 2) Have clients received instructions on record-keeping, financial statements and the concept of whole-farm analysis? (Suggest reviewing plan of instruction.)
- 3) Have clients received instructions on setting personal and business goals? (Suggest reviewing plan of instruction.)
- 4) Describe the program's strengths for coordination activities:
- 5) Describe the program's improvement opportunities for coordination activities:

Standard Eleven - Special Populations

- 1) Is program prepared to respond to the needs of special population students? (Suggest reviewing instructional methods and adaptations.)
- 2) Is teaching/tutoring assistance available to special population students? (Suggest reviewing student schedules and staffing patterns.)
- 3) Are facilities barrier-free to accommodate students with disabilities? (Suggest reviewing facilities)
- 4) Does the advisory committee provide input on innovative instructional techniques and instructional aids for the success of special population students? (Suggest reviewing meeting minutes.)
- 5) Has program been successful involving special population students in career and technical student organizations? (Suggest reviewing CTSO membership.)
- 6) Describe the program's strengths for special populations:
- 7) Describe the program's improvement opportunities for special populations:

Standard Twelve - Educational Equity

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- 1) Does the program recruit and retain nontraditional students? Note: Equal access to your classroom is presumed. (Suggest reviewing classroom/laboratory environment, enrollment practices, enrollment and retention statistics and CTSO membership.)
 - 2) Does the program ensure use of bias-free instructional materials? (Suggest reviewing texts, software and other media.)
 - 3) Does the program's career education component feature nontraditional careers? (Suggest reviewing career fair activities, field trips, instructional media.)
 - 4) Is the program's advisory committee gender balanced? (Suggest reviewing advisory committee membership.)
 - 5) Are students encouraged to participate in nontraditional occupational experiences? (Suggest reviewing job shadowing/internships/coop placements.)
 - 6) Describe the program's strengths for educational equity:
 - 7) Describe the program's improvement opportunities for educational equity: